

Northwoods Unitarian Universalist Church



CHILD SAFETY AND RISK MANAGEMENT POLICY MANUAL

Document summary:

Description of the environment where children are safe from preventable accidents and abuse.

<i>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</i>	TITLE: CHILD SAFETY AND RISK MANAGEMENT POLICY MANUAL		
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NUUC – Child Safety and Risk Management Policy Manual

Preamble:

The Northwoods Unitarian Universalist Church (NUUC) recognizes the importance of creating an environment where children are safe from preventable accidents and abuse. We recognize that to adequately address the need for safe environments, some change and inconvenience will be incurred. We also recognize that institutions ~~operation-operating~~ in the best possible manner, with all due concern, cannot guarantee an absolutely risk-free environment.

All NUUC members, visitors, children, volunteers and employees are expected to follow the NUUC guidelines when participating in NUUC events and activities.

The requirements contain the following sections:

- ~~1.~~ **Section One** Screening and Selection of Workers with Children and Youth.
- ~~2.~~ **Section Two** Supervision Requirements.
- ~~4.~~ **Section Three** NUUC Code of Conduct for Adults working with Children and Youth.
- ~~3.~~ **Section Four** Procedures for Reporting, Response, Removal of a Teacher, Leader, Employee or Disruptive Child.

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These requirements apply to all NUUC children’s events and activities such as:

- –Children’s Religious Education classes and worship
- –Nursery care
- –Social events (on and offsite)
- –Overnight events
- –Sponsored social action events (on and off-site)
- –General childcare for NUUC events

Definitions

The term “Parent” as used herein refers to a child’s principal caregiver(s) or the person or persons who have brought the child to the service or function and who have authority, actual or ostensible, over the child. Such persons may include, but are not limited to, parents, guardians, relatives, foster parents, friends, and grandparents.

[Note: This change was effected to address the situation where the parent or “principal caregiver” is not the one who has brought the child to the service, but wishes the child to participate in the activity. The term “ostensible authority” refers to someone who is believed by us to have such authority even if, in actuality, he or she doesn’t. Thus, someone who brings a child’s friend to a service has the “ostensible authority” over that child even if the true parents do not know that their child is attending NUUC.]

SECTION ONE

Screening and Selection of Workers with Children and Youth

- Teachers or youth advisors must be ~~a~~ members or friends in good standing of this or another UU congregation for a minimum of three months, or be a professional employee of the church. Advisors for high-school youth must be at least 25 years old, advisors for middle-school youth must be at least 21 years old, and all other teachers must be at least 18 years old.
- Workers in the nursery (with infants 0-2 years) must be at least 12 years old, with a required certificate from a babysitter's training course; otherwise they must be at least 14 years old. If a worker is under the age of 14, they must also be accompanied by someone over the age of 16.
- Caregivers supervising children at NUUC events must be at least 12 years old.
- All workers (18 years and older) compensated to work in the RE program must consent to a criminal background check and such a check must be performed.
- All permanent teachers and subs (18 years and older) in the RE program must consent to a criminal background check and such a check must be performed.
- Workers in the nursery under the age of 18 must provide references.
- All volunteers and workers must sign the NUUC Code of Conduct form.
- Only the HR Committee Chair and Minister should have access to information relating to criminal background checks on other staff.
- Only the 3rd party charged with performing background checks ~~volunteers of NUUC~~ should have access to information obtained in a criminal background check.

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SECTION TWO

Supervision Requirements

NURSERY eCARE

Providing a Safe Nursery Space

- Nursery care for children up to age 2, other than care given by their parents, must be provided within the church nursery.
- When children aged between 2-4 years have trouble settling in other classes, they may be supervised in the family room by a parent.
- No children over 4 years may attend nursery session or play in the nursery area.
- Prior to each session, the nursery area shall be inspected for safety purposes to ensure that small items, such as paperclips, paper wrappers, and staples, are not on the floor or in areas accessible by children.

Nursery Ratio

- The nursery child-to-caregiver ratio must be no more than 3:1 for infants less than one year and 4:1 for children one year and older. If there are more than three infants entering the nursery, the caregiver must either:
- Find an additional volunteer from the congregation to ensure the child-to-caregiver ratio; or
- Tell parents of additional infants that care cannot be provided for their child during that session, but they can take their infant to the family room.

Nursery Caregiver's Responsibilities

The nursery caregiver is responsible for providing:

- Safe, attentive and fun care to infants up to 2 years while their parents attend church service.
- Care for children up to 4 years old who, on occasion are unable to settle into classroom sessions.

If there are no infants or toddlers needing care at a session, the caregiver assists the religious education teachers with the RE program.

The nursery caregiver is not responsible for:

- Caring for more than four infants at a time.
- Changing infant's diapers.
- Assisting a child of any age in the bathroom.
- Caring for seriously distressed infants or children (for example, an infant who cries for more than five minutes).
- Caring for sick or injured children.
- Caring for disruptive children.
- Caring for children who are endangering themselves or other children and cannot be reasonably controlled.

- Caring for children whose special needs mean the caregiver cannot satisfactorily care for other children present.

If a child or infant displays any of the above needs, the nursery caregiver is responsible for sending ~~an adult~~someone to get the child's parent out of the worship service immediately.

Important

In the event that any child in the nursery is exhibiting behavior that is, in the opinion of the caregivers, endangering themselves or any other child and cannot be reasonably controlled, the nursery caregiver shall immediately send ~~an adult~~someone to get the child's parent in order to remove the child from the nursery.

PRE-SCHOOL CARE

(Children aged 2-3 years. Ratio 6:1)

RATIO: The pre-school group ~~child-child-to-to~~ adult ratio must be no more than 6:1.

End of Class Pick-Up: Teachers of the pre-school class should ensure that the parents pick up their children after the session, or a responsible older child or adult escorts the pre-school children to their parents.

PRIMARY GROUP CARE

(Children aged 4-~~8~~7 years. Ratio 6:1)

RATIO: The primary group ~~child-child-to-to~~ adult ratio ~~recommended by the district and accepted by NUUC~~ is no more than 6:1.

End of Class Pick-Up: Teachers of the pre-school class should ensure that the parents pick up their children after the session, or a responsible older child or adult escorts the pre-school children to their parents.

ELEMENTARY GROUP CARE

(Children aged ~~9-11~~10 years. Ratio ~~12~~10:1)

RATIO: The elementary group child to adult ratio ~~recommended by the District~~ is no more than ~~6~~10:1. However, for particular NUUC Sunday morning classes, we have concluded that this age group can have a child to adult ratio of up to 12:1 as long as there is a 'floating' adult available during the Sunday session to step in and assist with activities if necessary. (The 'floating' adult is usually the Children's DRE)

JUNIOR HIGH GROUP CARE

(Children aged ~~11-13~~14 years. Ratio ~~14~~10:1)

RATIO: The junior high child to adult ratio ~~recommended by the District~~ is ~~8~~:1. However, in NUUC Sunday morning classes, this age group can have a child to adult ratio of up to 14:1 as long as there is a 'floating' adult available during the Sunday session to step in and assist with activities if necessary. (The 'floating' adult is usually the Children's DRE) must be no more than 10:1.

SENIOR HIGH GROUP CARE

(Children aged ~~15-18~~18 years. Ratio ~~16~~10:1)

RATIO: The senior high child to adult ratio must be no more than 10:1. ~~recommended by the District is 10:1. However, in NUUC Sunday morning classes, this age group can have a child to adult ratio of up to 16:1 as long as there is a 'floating' adult available during the Sunday session~~

~~to step in and assist with activities if necessary. (The 'floating' adult is usually the Children's DRE)~~

CHILDCARE DURING NON-RE SPONSORED NUUC EVENTS

(Ratio 6:1)

Care For Children Aged ~~5-120~~ Years:

The NUUC provides childcare for school-aged children at most events. The ~~RE~~ ~~Committee~~ ~~Nursery Coordinator~~ is responsible for making a list of caregivers available on request to event organizers. The list will consist of caregivers who have met previous-listed requirements outlined in Section One.

Event organizers should:

- Ensure they have a reliable caregiver or caregivers over the age of ~~15~~2 years.
- Ensure there are no more than 6 children per caregiver.
- Ensure that children are in the correct age range.

Care for Children Less Than ~~5-2~~ Years:

Nursery care for children under the age of ~~5-2~~ years old is not generally provided at NUUC events, other than Sunday morning services. If the event organizers decide that providing nursery care is essential then they must:

- Identify a suitable safe and enclosed space where nursery care can be provided. (If the event is at the church, then the nursery space must be used.)
- Ensure a child to adult ratio of no more than 4:1.
- Follow all other nursery care requirements as outlined in Section Two –Nursery Care.

~~Parents are responsible for the supervision of children aged ~~13-11~~ years and ~~over-older~~ during these events.~~

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OVERNIGHT EVENTS

A parent must accompany all children attending a NUUC sleepover or camp, or an adult authorized by their parent, to care for them throughout the event. The parent or parent-authorized adult is responsible for the care and safety of the children or youth in their care throughout the NUUC event. The parent or authorized adult is also responsible for providing or ensuring safe transport to and from the event.

If event organizers for older children decide to run an overnight event where the children's parents are not present, then the organizers must ensure:

- An appropriate ~~child-child-to-to~~ ~~adult~~ ~~SWUUC~~ ratio is maintained throughout the event (~~8:1 and~~ 10:1 for Junior and Senior High groups ~~respectively~~. Refer to above paragraphs ~~2.5 and 2.6.~~)
- Parents give signed authorization to the leaders who will be supervising the event.

PARTIES AND SOCIAL EVENTS

(Ratio 6:1)

The RE program sponsors regular parties and celebrations at the church. Party organizers must ensure that there is a child to adult ratio of no more than 6:1. Many RE sponsored social events take place off-site. These may include bowling, mini-golf, picnics, or other activities that don't

take place at the church. All children attending a NUUC social event must be accompanied by a parent, or an adult authorized by their parent, to care for them throughout the event. The parent or parent-authorized adult is responsible for the care and safety of the children or youth in their care throughout the NUUC social event.

OFF-SITE SOCIAL ACTION ACTIVITIES

A minimum of two adults must accompany any group of children going off-site. Activity organizers need to ensure a child to adult ratio of no more than 6:1 for offsite social action activities. Please refer to information below about transportation to and from church events.

TRANSPORTATION TO AND FROM CHURCH EVENTS

It is the responsibility of the parents to provide or organize safe transportation to and from NUUC events. If a child is riding in a car with people who are not his or her parents, and the parents have not already signed a General Events Waiver (Appendix B), then a Specific Events Waiver (Appendix A) must be signed. Forms must be collected by the event organizer.

WAIVERS

Parents should be asked to sign two waivers as part of the registration process for RE. All parents should be asked to sign a General Events Waiver (Appendix B), which relates to general off-site events and activities sponsored by RE, and a General Child Care/Youth Care/Activity Waiver at Church (Appendix C) for all activities at the church. The Specific Events Waiver (Appendix A) should be used for families who have not signed a General Events Waiver and are attending a specific RE event.

SECTION THREE

NUUC Code of Conduct for Adults Working With Children and Youth

Statement of Position: Adults and older youth in leadership roles in this congregation are in a position of stewardship and play a key role in fostering the spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential of their relationships is to be realized. Respect on the leader's part must include recognition of the absolute right of children and youth to the privacy of their bodies and minds.

Statement of Expectation of Behavior: All compensated and volunteer staff members of Northwoods Unitarian Universalist Church are expected to adhere to the following behavior.

- Religious Education Workers shall not engage in behavior with children or youth that constitutes verbal, emotional, or physical abuse; this includes behavior or language that is personally threatening or demeaning.
- Religious Education Workers shall neither indulge in sexually harassing behavior nor engage in sexual, seductive, or erotic behavior with children or youth.
- Religious Education Workers shall not allow the use of tobacco, drugs, or alcohol or any illegal activities among children or youth.

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Managing behavior issues: Ask for help from the DRE if you are facing serious behavior issues with a child or group of children. Corporal punishment may NOT be used under any circumstances.

Teachers and caregivers of children of all ages are **NOT** responsible for:

- Changing infant's diapers.
- ~~Assisting a child in the bathroom.~~
- Caring for seriously distressed children.
- Caring for disruptive infants, children or youth.
- Caring for sick or injured infants, children or youth.
- Caring for children whose special needs mean the caregiver cannot satisfactorily care for the other children present.
- Caring for children who are endangering themselves or other children and cannot be reasonably controlled.

Teachers and caregivers must immediately send for the DRE or the child's parents should any of the above issues arise.

Parental handover for children under five aged 2 to 7: At the end of classes or activities within the church, teachers of children under five years must ensure that the children are either picked up from the classroom or nursery by their parent or caregiver, or taken by an adult or responsible older child to their parents. A child may also be taken to the DRE's office to await pickup by a parent or caregiver, if no one picks the child up within 5 minutes of the end of class or activities.

Release of children over ~~fives~~ 7 from classes: Children over the age of ~~5-7~~ may be released at the end of classes to join their parents in the sanctuary ~~with prior permission from parents.~~

Friendship with children and youth: Although NUUC hopes that youth and adults will have a genuine fondness for one another, adults working with children should not develop ‘friendships’ with children and youth. In the adult/youth relationship, the adult must assume primary responsibility for maintaining appropriate boundaries in the relationship.

Unofficial contact with youth: Any mentoring relationship developed with children and youth outside of NUUC-sponsored events must be with the knowledge and consent of the parents. Any such contact or interaction shall in no way be deemed to be sanctioned or sponsored by the NUUC unless so specified in writing to the contrary and signed by an officer of the Church empowered to so specify.

Electronic Policy: See Appendix D – Page 17

Sexualized behavior: The NUUC expects anyone working with children or youth to follow the SWUUCD Code of Conduct for Adults relating to sexualized behavior.

“It is never appropriate to engage in any manner of sexual behavior with a child or youth. This refers not only to explicitly sexual behavior, but also to sexually provocative behavior or language. It is not appropriate to tell jokes with sexual content, for example, or to make “double entendres.” Physical expressions of affections such as hugs have their place, but it is best to allow the child or youth to initiate them and the adult must be sensitive not to allow them to be prolonged.”

Confidentiality: If an adult learns that a child or youth is the victim of abuse, is suicidal, has a serious drug problem or ~~any other serious problems~~ engaging in harmful behaviors, **you must NOT keep this information to yourself.** You must encourage the child or youth to seek help from a parent or another authority figure. You must also consult with the DRE and Minister about an appropriate course of action. For this reason, adults working with youth or children should try not to give them the impression that they will keep secrets for them. This information must not go beyond the parties involved.

SECTION FOUR

Procedures for Reporting, Response and Removal ~~Of of~~ A Teacher, Leader, Employee or Disruptive Child Procedures

SWUUC AND HOUSTON NETWORK EVENTS

The NUUC supports the following District reporting requirements for NUUC members participating in SWUUC events.

“Reporting – All persons affiliated with a SWUUC event, including compensated workers, volunteers, adults, or youth, who acquire knowledge or a reasonable suspicion that one or more youth at a District event has been sexually molested or exploited, injured or been the victim of significant objectionable conduct shall immediately report the incident to the person in charge of the event.

“Every person in charge of an event to whom a report of molestation, injury, or objectionable conduct is made shall immediately:

- (i) determine whether they occupy the status of a person required under the law of the jurisdiction in which the incident occurred to report such an incident to law enforcement authorities, and if so, the person shall report the incident to such authorities;
- (ii) report the incident in writing to either the District Executive or the Program Consultant or the SWUUC: and
- (iii) report the incident to the parent of the apparent victim and to the Minister of the congregation with which the apparent victim is affiliated; provided, however, that such reports are not required if good reasons exist for not doing so and such good reasons are expressed in a writing delivered immediately to the District Executive or Program Consultant of the SWUUC.

“Adults who, although neither a person in charge of an event nor a person affiliated with the event, nevertheless acquire knowledge or a reasonable suspicion that one or more youth at a SWUUC event has been sexually molested or exploited, injured, or been the victim of significant objectionable conduct,

- (i) must consider whether they are required to report the incident to the law enforcement authorities of the jurisdiction in which the incident occurred, and if so, report the incident, and
- (ii) should, unless good reasons exist for doing otherwise, report the incident to the District Executive or Program Consultant of SWUUC.

“Definitions of person required to report, and what must be reported, under the laws of Arizona, California, and Nevada, and an explanation of procedures to follow when making a statutorily required report, are found in Insert A to these requirements.”

NUUC EVENTS

All persons affiliated with NUUC events that acquire knowledge or a reasonable suspicion that a youth or youths have been sexually molested or exploited, injured, or been the victim of

significant objectionable conduct must immediately report the incident to the Minister ~~and~~ ~~and~~ ~~President~~ ~~or DRE of the NUUC~~. The Minister ~~and DRE~~ ~~is~~ ~~are~~ then responsible for taking appropriate action, in consultation with the President of NUUC, and for following SWUUC reporting requirements as appropriate.

RESPONSE TO MEDIA INQUIRIES

SWUUC and Houston Network Events

In the event that NUUC members are involved in a District sponsored event, which results in media inquiries, the NUUC supports the following District Media response requirements: “Only the District Executive or Program Consultant (or his/her specific designee) may speak for the SWUUC in response to media inquiries concerning an alleged incident of abuse, injury, or objectionable conduct. “Please see insert B to these requirements for further information.” ~~(Refer to Appendix D.)~~

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NUUC Events

In the event that there are media inquiries concerning an alleged incident of abuse or objectionable conduct relating to a NUUC event, or involving NUUC members only, then only the Minister or the Board ~~President~~ appointed spokesperson may speak for NUUC in response to media inquiries.

PROCEDURES FOR REMOVAL OF AN ADULT ADVISOR OR VOLUNTEER

Any person with concerns about an adult shall immediately contact the DRE– who will then assess the situation. (The Minister and Board President of the NUUC should also be informed of the situation.) The DRE should take immediate, precautionary measures to protect the safety of the children when he or she believes that circumstances or events indicate that a volunteer, caregiver or staff member may have engaged in physical, psychological, or emotional behavior harmful to children. Precautionary measures the DRE may take include promptly relieving the affected worker from his or her work to the extent that it involves interaction with the children. ~~This removal will be done pending a fair hearing as outlined below.~~ The DRE will provide the affected worker or volunteer with an opportunity to know the charges against him or her. Whenever possible and without risk of further harm occurring, the affected worker or volunteer will be given an opportunity to know the evidence, and source thereof, supporting such charges, and the right to reply to or rebut such charges.

After assessing the situation, the DRE will consult with the Board President (unless there is a good reason not to do so). ~~(If the DRE considers it appropriate, he or she may also consult with the Chair of the RE committee.)~~ In consultation with the Minister and Board President, the DRE will decide if action should be taken. The DRE will then inform the ~~District Services Staff Group of UUA~~ Health and Welfare Committee of NUUC. It is understood that such action will be handled with due caution and discretion, and that the DRE of NUUC has the full backing and support of the NUUC Board in implementing this policy. Because of potential exposure to charges of discrimination or other legal hazard, the Board and ~~SWD-SWUUC~~ District staff shall be promptly advised of the circumstances surrounding any removal action under this policy. If, for any reason, the DRE is not available to take up the responsibilities relating to a complaint, the Minister, Board President, or RE Chairperson of the NUUC should carry out this role.

PROCEDURES FOR MANAGING DISRUPTIVE OR DANGEROUS BEHAVIOR OF MINORS

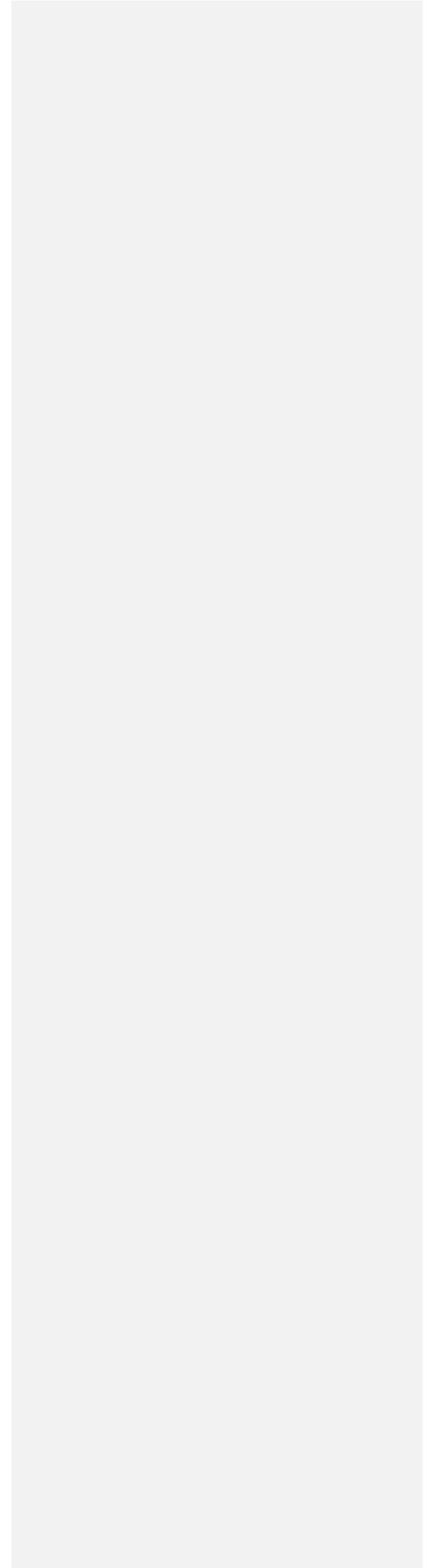
Disruptive behavior

If a child is behaving in a disruptive manner, and teachers have found that usual classroom behavior management strategies, such as positive reinforcement or verbal corrections are not effective, the teacher should inform the DRE.

After observing the child's behavior the DRE should consult the child's parents and RE teachers about effective strategies to manage the child's behavior in the RE classes. If, after behavior strategies are implemented, the child continues to behave in a disruptive manner, the DRE should ask the child's parent to attend the RE classes alongside the child, in order to help manage their behavior.

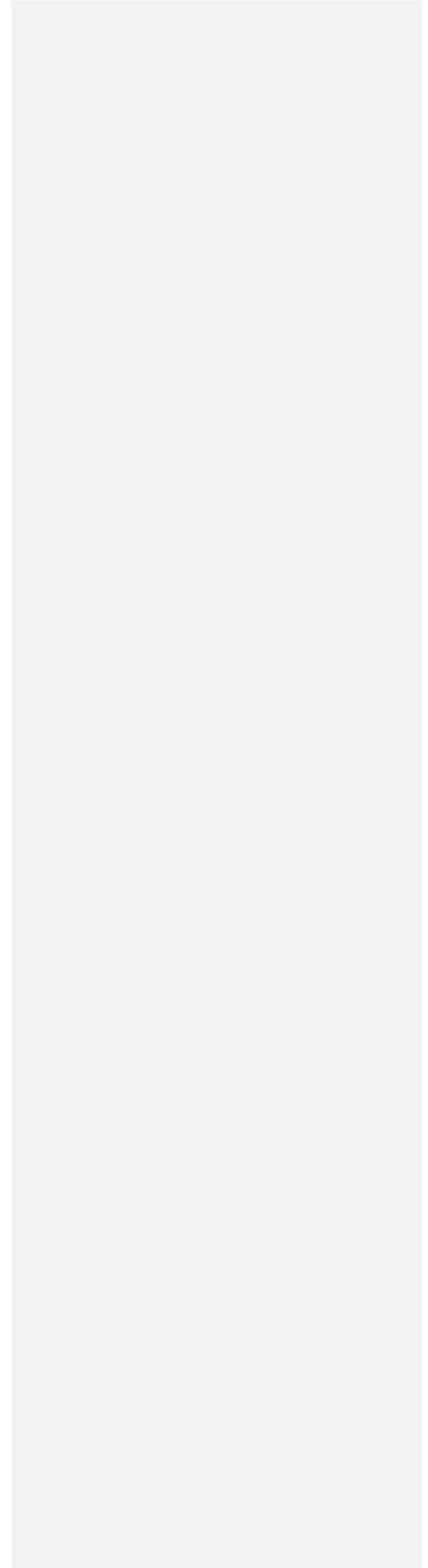
If, the child still continues to behave in a disruptive manner, the DRE will explore the possibility of meeting the child's religious education needs in another manner. If this proves impractical, the DRE, in consultation with the RE Committee Chairperson and the Minister, should tell the parent that the child could no longer attend RE sessions.

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Dangerous or abusive behavior

In the event that any child in the NUUC classes or events is exhibiting behavior that is, in the opinion of the teachers or caregivers, endangering the child or any other child and cannot be reasonably controlled, the teachers or caregivers shall immediately send for the DRE. The DRE will assess the situation with an option of asking the child's parent to immediately remove the child from the class or activity.



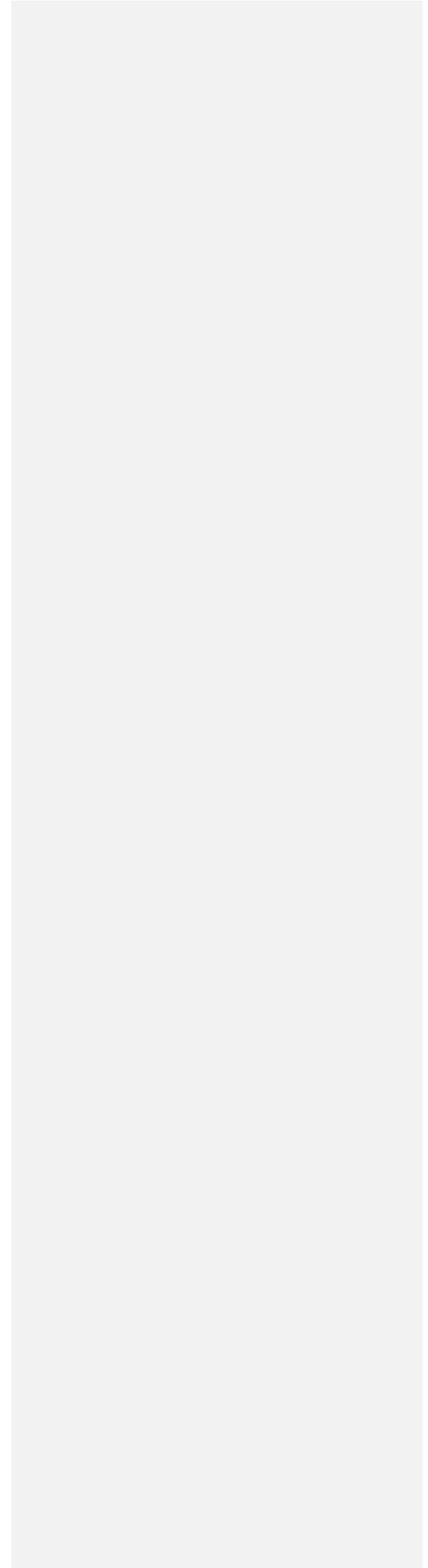
SIGNATURE PAGE

I have received a copy of the **NUUC Child Safety and Risk Management Policy**, have read its contents, and agree to abide by all of its provisions

Signature of volunteer or employee

Date

Printed Name of volunteer or employee



Appendix A:

Specific Events Waiver

YOUTH PARTICIPATION RELEASE AND AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT, NORTHWOODS UNITARIAN UNIVERSALIST

I, _____, the undersigned, represent that I am the Parent/Guardian of _____ (the child). I grant permission for the child to participate in the following adult supervised activity:

_____. This activity will take place at _____ from (time) _____ until _____, on (date) _____, 200____.

I grant permission for the child to be transported to and from the location by reasonable and safe means.

I agree and hereby do release and hold harmless the Northwoods Unitarian Universalist Church (NUUC) and/or any and all adult supervisors for the activity and authorized persons transporting children to and from functions and events, from and for any and all liability which may arise for damages, loss or injuries, either to person or property, which the child may sustain while engaging in the activity conducted including, but not limited to, any damages, loss or injuries that may be sustained through transportation to and from the activity, except as to such injuries or damages arising from the intentional conduct or the sole negligence of NUUC and/or its supervisors, teachers, leaders or employees.. I further agree to assume responsibility for any liability which may arise for damages, loss or injuries, as described herein which may be caused or contributed to by the child to the person or property of others.

Should any injury occur, I grant permission for my child to receive treatment from an appropriate health care provider to be selected by the adult supervisor of the activity, when, in such supervisor’s opinion, the need for such treatment is immediate, and when efforts to contact me are unsuccessful. I also agree to pay and be responsible for all medical, hospital, or other expenses, which the NUUC and/or any and all adult supervisors may incur as a result of securing such treatment.

SIGNATURE: _____ DATE: _____

HOME ADDRESS: _____

HOME PHONE #: (→) _____ EMERGENCY PHONE #: (←

) _____

PHYSICIAN: _____ PHYSICIAN PHONE #: (→) _____

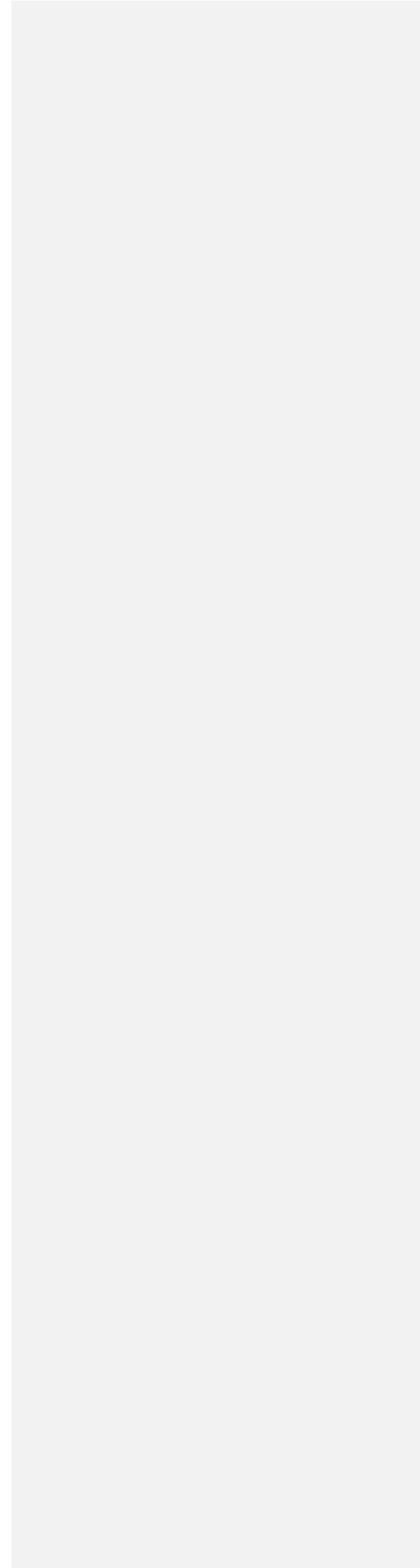
EMPLOYER: _____

HEALTH INSURANCE PROVIDER: _____

CHILD’S ALLERGIES: _____

MEDICINE CHILD IS CURRENTLY TAKING: _____

OTHER PERTINENT INFO: _____



Appendix B:

General Events Waiver

YOUTH PARTICIPATION RELEASE AND AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT, NORTHWOODS UNITARIAN UNIVERSALIST

I, _____, the undersigned, hereby represent that I am the Parent/Guardian of _____ (the child). I hereby authorize and grant permission for the child to participate in adult supervised church related activities and functions, and further grant permission for the child to be transported to and from the location by reasonable and safe means.

I agree and hereby do release and hold harmless the Northwoods Unitarian Universalist Church (NUUC) and/or any and all adult supervisors for the activity and authorized persons transporting children to and from functions and events, from and for any and all liability which may arise for damages, loss or injuries, either to person or property, which the child may sustain while engaging in the activity conducted including, but not limited to, any damages, loss or injuries that may be sustained through transportation to and from the activity, except as to such injuries or damages arising from the intentional conduct or the sole negligence of NUUC and/or its supervisors, teachers, leaders or employees. I further agree to assume responsibility for any liability which may arise for damages, loss or injuries, as described herein which may be caused or contributed to by the child to the person or property of others.

Should any injury occur, I grant permission for my child to receive treatment from an appropriate health care provider to be selected by the adult supervisor of the activity, when, in such supervisor's opinion, the need for such treatment is immediate, and when efforts to contact me are unsuccessful. I also agree to pay and be responsible for all medical, hospital, or other expenses, which the NUUC and/or any and all adult supervisors may incur as a result of securing such treatment.

SIGNATURE: _____ DATE: _____

HOME ADDRESS: _____

HOME PHONE #: (____) _____ EMERGENCY PHONE #: (____) _____

PHYSICIAN: _____ PHYSICIAN PHONE #: (____) _____

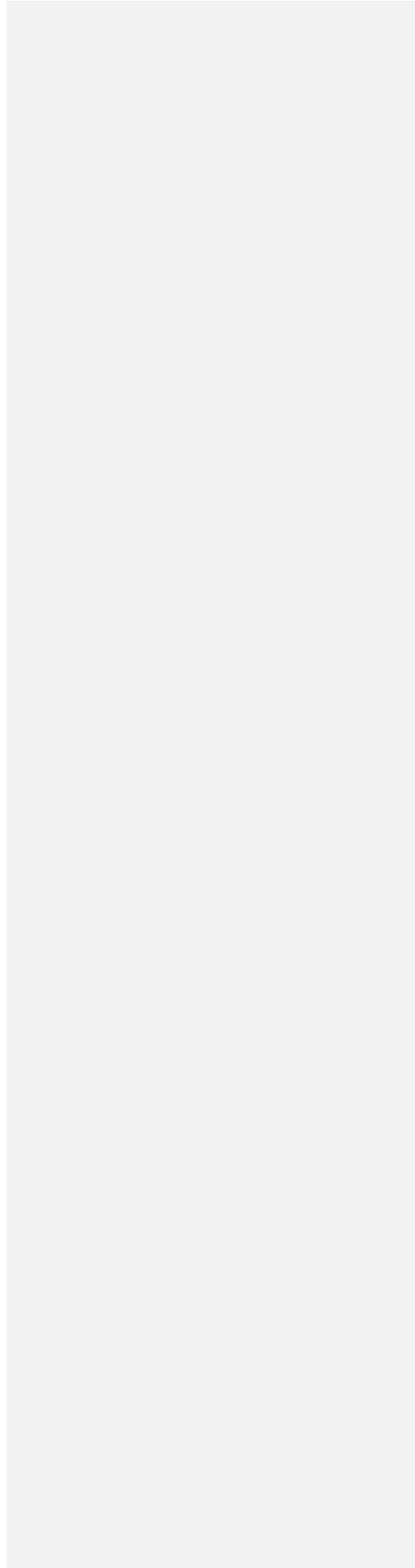
EMPLOYER: _____

HEALTH INSURANCE PROVIDER: _____

CHILD'S ALLERGIES: _____

MEDICINE CHILD IS CURRENTLY TAKING: _____

OTHER PERTINENT INFO: _____



Appendix C:

General Child Care/Youth Care/Activity Waiver at Church

RELIGIOUS EDUCATION/CHILD CARE RELEASE AND AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT, NORTHWOODS UNITARIAN UNIVERSALIST

I, _____, the undersigned, hereby represent that I am the Parent/Guardian of _____ (the child). I am aware that the Unitarian Northwoods Unitarian Universalist Church (NUUC) offers Religious Education classes to children and also offers childcare during church services. I am also aware that activities for children are occasionally offered at the church facility before and/or after the regularly scheduled service. I understand that the Church is not a State Licensed Child Care Center, but offers these programs as a service to parents and as a guide to children in an understanding of UU principles.

I hereby authorize and grant permission for the child to attend the NUUC Religious Education Program and/or childcare offered by the Church at its facility. I agree and hereby do release, indemnify and hold harmless the and/or any and all supervisors, teachers, leaders, and employees from and for any and all liability which may arise for damages, loss or injuries, either to person or property, which the child may sustain while engaging in such programs, except as to such injuries or damages arising from the intentional conduct or the sole negligence of NUUC and/or its supervisors, teachers, leaders or employees. I further agree to assume responsibility for any liability, which may arise for damages, loss or injuries, which may be cause or contributed to by the child to the person or property of others.

Should any injury occur, I grant permission for my child to receive treatment from an appropriate health care provider to be selected by the adult supervisor, teacher, leader or employee when, in such person's opinion, the need for such treatment is immediate, and when efforts to contact me are unsuccessful. I also agree to pay and be responsible for all medical, hospital, or other expenses, which may be incurred as a result of such treatment.

SIGNATURE: _____ DATE: _____

HOME ADDRESS: _____

HOME PHONE #: () _____ EMERGENCY PHONE #: () _____

PHYSICIAN: _____ PHYSICIAN PHONE #: () _____

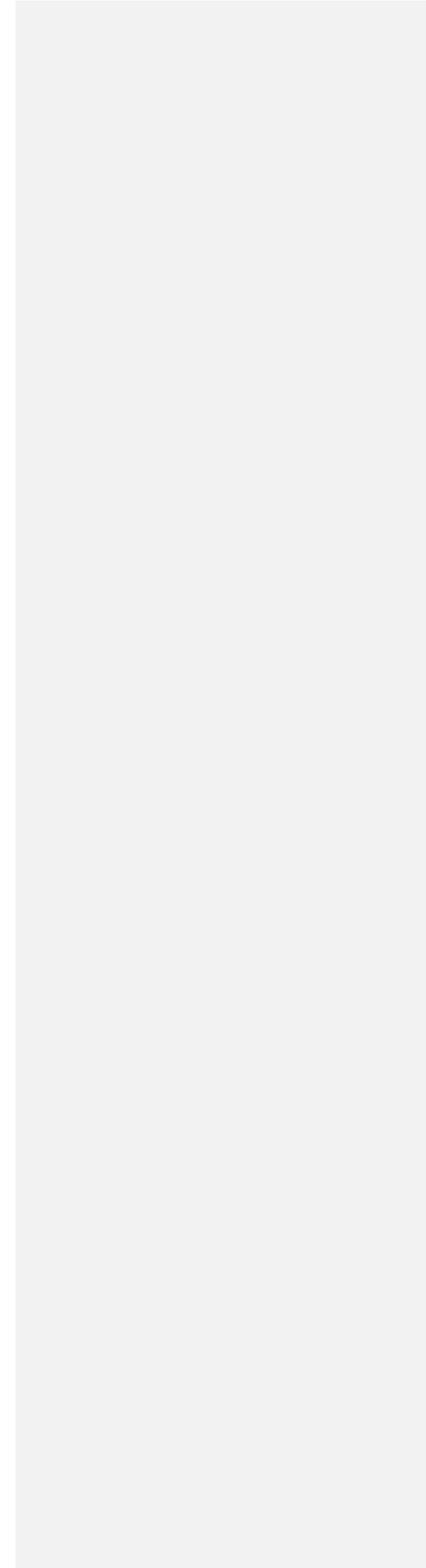
EMPLOYER: _____

HEALTH INSURANCE PROVIDER: _____

CHILD'S ALLERGIES: _____

MEDICINE CHILD IS CURRENTLY TAKING: _____

OTHER PERTINENT INFO: _____



Appendix D:

Section Three – NUUC Code of Conduct for Adults Working With Children and Youth

This Appendix replaces the paragraph titled “Electronic Policy”, Page 9.

Communications Policy: NUUC endeavors to ensure that all communication between adults and minors is positive, healthy and motivating. Negative communication, such as language that encourages divisiveness or discord, will be avoided.

All written communications between adults and minors* must be informational in nature and pertain to NUUC, District and other UU-sponsored activities. Written communication includes letters, email, and other electronic forums. Verbal communications must take place during appropriate program time or church-sponsored activities. Telephone communication should be directed to parents or guardians only.

All communications from adults to minors* must be sent to the Director of Religious Education who will review it, determine its relevancy to youth programming and forward it to the specified recipients. Parents or guardians will be copied on all emails sent to children and youth unless they inform the DRE in writing that they do not want to be copied.

*excluding communication between parents, guardians and their own children

December 13, 2006